

Instructions for Completing the 2010-2011 PATI Survey

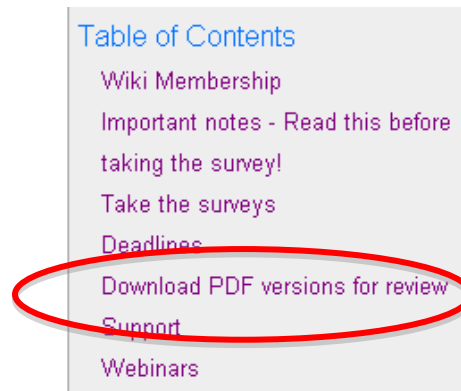
(Revised 01/27/11)

The Instructional Phase of the Pennsylvania Technology Inventory (PATI) is designed to survey teachers and principals regarding technology practices. This document is intended provide additional assistance in setting up an account on the Metiri system to complete a survey.

Note: This document was adapted from the work of
Ann Noonan, Crawford Central SD and Glenn Burket, Bedford Area SD

BEFORE you begin, we suggest the following...

- Review the survey questions.
 - You may want to review the questions prior to taking the survey. Enter <http://pati.metiri.wikispaces.net/> into your browser. You may access PDF versions of the survey by clicking the **Download PDF versions for review** within the table of contents (upper right of the screen). This will take you to links to view the teacher and administrator PDF files.



- Remember, the PDF document is NOT the live survey. You need to follow the directions below to access the live survey. This is designed to give you a chance to review the questions prior to completing the survey.

Accessing the PATI Surveys

Point your browser to the PATI survey Web page at <http://pati.metiri.wikispaces.net>



Navigate to **Take the surveys** within the Table of Contents

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You should now be directed to the Take the Surveys part of the webpage. Click on the MetiriSurveys Login

Take the surveys

Login to start the PATI surveys:

[MetiriSurveys Login](#)

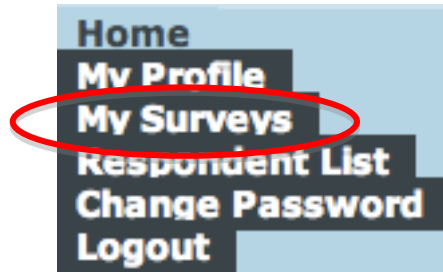
Next you are asked to enter the username (UN) and password (PW) that you used last year to complete the PATI survey. If you did not complete the PATI survey last year, please see the New User section below to create a new account. If you know your UN and PW, enter it now.

A screenshot of a login form titled "Log In". It has two input fields: "User Name" and "Password". A red oval is drawn around both fields. To the right of the "Password" field is a "Log In" button. Below the fields are two links: "Create an Account" and "Account Reminder".

IF you are able to login with last year's username and password, you will see a menu on the left side of the screen.

Home
My Profile
My Surveys
Respondent List
Change Password
Logout

Select **My Surveys** from the menu.



You should see information about last year's survey displayed. At the bottom right of the screen, you will see an **Add New Survey** button. Click that button.



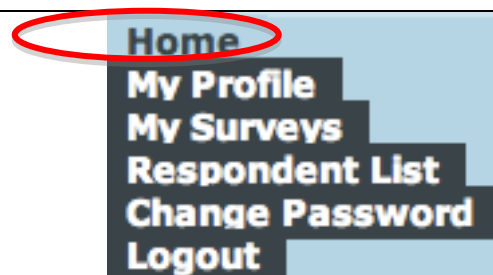
Enter the teacher access key given to you by your principal or his/her designee (or if you are a principal, use your Access Key). Then, click the **Add This Access Key** button.

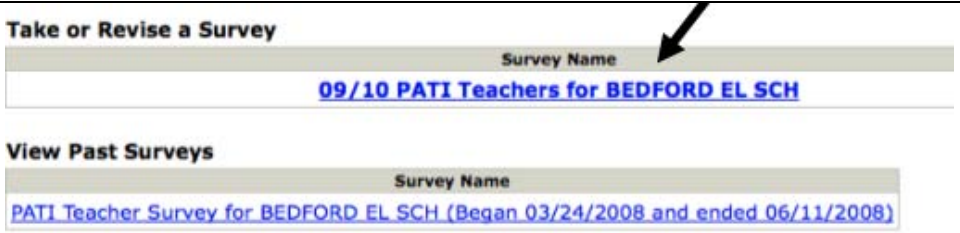
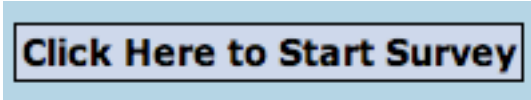


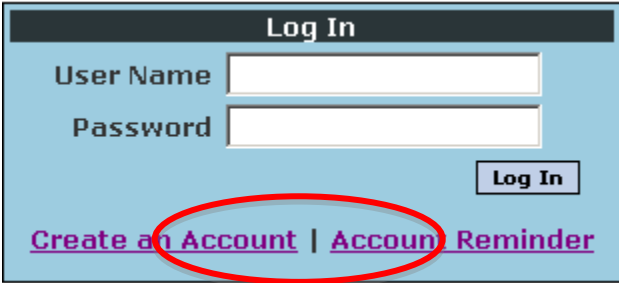
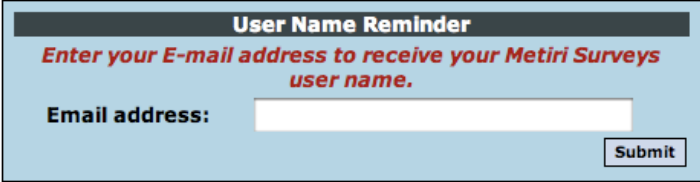
The window should contain information on surveys – previous year's survey and this year's survey. **You are not able to access the survey from here.**

My Surveys						
Showing records 1-2 of 2				Previous 15	Next 15	Go to record:
	Token Id	Role Name	Project Name	Survey Name	LEA ID	LEA Name
1	7545-01-TE	Teacher	PAT1	PAT1 Teacher Survey	108051003	BEDFORD AREA SD
2	7545-03-TE	Teacher	PAT1	09/10 PAT1 Teachers	108051003	BEDFORD AREA SD

From the menu on the left, click **Home**. You will see that a new survey has been added to your Home screen.

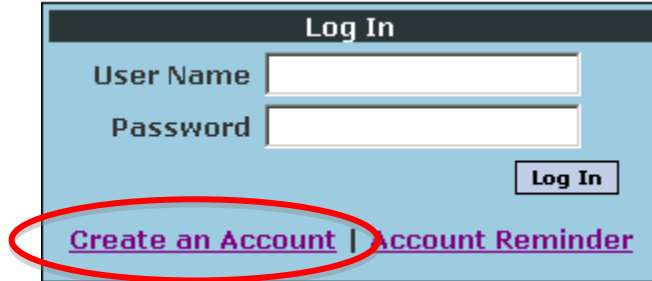


<p>To access this year's survey, click the link to the 10/11 survey.</p>	
<p>Once you click on the link, your contact information will be displayed. Please review. If it is correct, click on the Click Here to Start Survey button.</p>	
<p>The welcome message for the PATI survey is displayed.</p>	

Additional Information	
Forgot your user name or password?	
<p>To retrieve your user name or password, click on the Account Reminder link.</p>	
<p>Enter the e-mail address that you used for last year's survey. Your user name and password will be sent to that e-mail address.</p>	 <p><i>Please note: If you do not receive an email from Metiri-tips@vovici.com within 20 minutes, please check with your school's technology staff to make sure the email address is not being blocked.</i></p>

New Users

If you NEVER completed a PATI survey, this is the option for you. Click the **Create An Account** link.



A screenshot of a web page titled "Log In". It features two input fields: "User Name" and "Password", each followed by a text box. To the right of the "Password" field is a "Log In" button. Below these fields, the text "Create an Account | Account Reminder" is displayed in purple, with "Create an Account" circled in red.

Provide the information requested on the online form. Your building administrator will have the Access Key needed to complete your account creation.



A screenshot of an account creation form. It contains several input fields: "User Name", "E-mail", "Password", "Confirm Password", "First Name", "Last Name", "Security Question" (a dropdown menu), "Security Answer", and "Access Key".

Click **Create Account** when you are finished. You may login using your new user name and password. Once you have your account information, you are ready to complete the survey.



A button labeled "Create Account" with a blue background and a black border.

The Metiri Group is committed to working with you for the successful completion of the PATI Survey. Again, support can be obtained at support@metiri.com. The wiki contains many frequently asked questions on the support page as well as other information about the PATI surveys.

Your willingness to work with PATI is appreciated!